



# Stage 2 and 3 OFFICE DISCIPLINE REFERRAL

Office Use Only:  
Synergy  
Incident ID: \_\_\_\_\_

Incident Reported by: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time \_\_\_\_\_ am or pm

STUDENT:		Grade		Student ID
Bathroom	Cafeteria	Gym	Library	Playground
Bus (on)	Classroom	Hallway	Office	Special Event/Field Trip
Bus area	Commons	Counseling	Other	Stairs
		Office		

**DESCRIPTION OF INCIDENT: WHAT HAPPENED? (Include quotes, facts & details; attach added information if necessary)**

Stage 2 (Significant or Intense) or Chronic Early-Stage Misbehavior (attach Stage 1 Behavior Report)  
 Stage 3 (Extreme and/or Harmful to Others)

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**Prior Teacher/Staff Interventions:** Re-taught Rule, Warnings, Teacher/Student Conference, Time Out, Parent/Guardian Contact, Detention, Loss of Privilege, Other

**PARENT/GUARDIAN CONTACT** email, fax, home visit, letter, parent conference, telephone, voice message

Date: \_\_\_\_\_ Contacted by: \_\_\_\_\_ Conference/hearing date & time: \_\_\_\_\_

<b>Stage 2</b>	Class Cutting/Leaving w/o Permission Deliberate Misuse of Property Display of Patently Offensive Material Disruptive Conduct Dress Code Violation Forgery Gambling Insubordination/Defiance/Willful Disobedience	Indecent (Obscene) Gesture Interference w/ School Personnel Intimidation Language: Abusive/Profane Loitering Off Limits Physical Contact, inappropriate Plagiarism/Cheating Possession of Prohibited Item Possession of Stolen Property	Property Damage - Minor Reckless Vehicle Use Tardiness Technology, Use Violation Theft: Minor Trespassing Truancy
<b>Stage 3</b>	Alcohol/Drug Arson or Attempted Arson Physical Attack / Harm Bomb Threat Burglary Extortion False Fire Alarm Fighting Firecrackers/Explosives	Gang Member Identifier Harassment or Bullying Based on: Disability, Sex, Sexual Orientation or Gender Expression, Race, Color, National Origin, or Religion Hazing Indecent Exposure Property Damage - Major Robbery	Theft: Major Threat Causing Fear of Harm Tobacco, Use and/or Possession Weapon: <i>Call Student Conduct            Coordinator (503) 916-3711            immediately to consult about            next steps.</i>

Note: This document does NOT replace nor is it a substitute for suspension/expulsion notification letters.

ACTIONS/DISPOSITIONS	ACTIONS/DISPOSITIONS	Notes
Conference Letter of Apology Student Contract Detention Community Service Restitution Restorative Process	Loss of Privilege: Computer, Gym, Library, Other Suspension: Bus, In School, Out of School, Pending Expulsion Notified Authorities Other:	Action First Day _____   Last Day _____

**REFERRAL TO OTHER RESOURCES:** \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN CONTACT** email, fax, home visit, letter, parent conference, telephone, voice message Date: \_\_\_\_\_

Contacted by: \_\_\_\_\_ Conference/hearing date & time: \_\_\_\_\_